



## NATIONAL GUARD BUREAU

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National Guard Bureau  
Arlington, VA 22204-1382  
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NGB Memorandum 600-101

### Personnel Management

#### Promotion to Chief Warrant Officer Five Within the Title 10 Active Guard Reserve

**Summary.** This memorandum establishes policy and provides procedural guidance for selection and promotion to Chief Warrant Officer Five (CW5) within the Title 10 Active Guard Reserve (AGR) program.

**History.** This is a new National Guard Bureau Memorandum (NGBM).

**Applicability.** This guidance applies to all Soldiers currently serving in the grade of Chief Warrant Officer Four (CW4) in the Title 10 AGR program who meet the statutory and regulatory criteria for promotion. It is not applicable to warrant officers serving in any other status.

**Proponent.** The proponent for this memorandum is the Human Capital Management Division (ARNG-HCM). Users are invited to send comments and suggestions directly to the proponent.

**Distribution.** Receiving this NGBM are all elements of the Army National Guard Directorate, the NGB Joint Staff Directorate, the Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia, and all warrant officers currently serving in the Title 10 AGR program. This NGBM is for informational purposes only.

#### 1. References:

- a. Army Regulation 135-18, The Active Guard Reserve (AGR) Program, 1 Nov 04.
- b. National Guard Regulation (NGR) 600-101, Warrant Officers – Federal Recognition and Related Personnel Actions, 1 Oct 96.
- c. Memorandum, NGB-ARH, 9 Feb 04, subject: Active Duty Service Obligation (ADSO) for AGR Officers of the National Guard Attending Military Schooling (ARH Memo 04-003).

d. Memorandum, NGB-ARH, 20 Dec 06, subject: Service Obligation for Training Requirements, Army National Guard Personnel (NGB-ARH Policy Memorandum #06 081)

e. Memorandum, NGB-ARZ-HCM, 8 Dec 08, subject: Promotion for ARNG Title 10 AGR Officers and Warrant Officers.

2. Promotion of all officers, including warrant officers, is a function of the States or Territories. Warrant officers in the Title 10 AGR program are promoted by their States or Territories based upon a recommendation by the NGB, but only after being assigned to a CW5 position that is supported by sufficient AGR resources (voucher). This NGB recommendation is at the leadership's discretion, based upon the panel's assessment.

3. National Guard Regulation 600-101, paragraph 7-11 provides procedural guidance for processing warrant officer promotions. However, it does not establish procedure or policy on how the leadership assigns and allocates Title 10 AGR resources to enable promotion recommendations to go forward to the States and Territories. Therefore, the purpose of this memorandum is to establish this policy and to provide procedural guidance for the CW5 selection.

4. These procedures are intended to assist the leadership in evaluating all eligible CW4s in a systematic and holistic manner. They also are intended to ensure that the needs of the Title 10 AGR program are met, while ensuring that all CW4s eligible for promotion are given an opportunity for advancement.

5. A designated Tiger Team will provide new policy and procedural recommendations to promote CW4s to the rank of CW5 in the Title 10 AGR program. Until that time, the following policy is hereby implemented:

a. Before a warrant officer is recommended for promotion to CW5, an advisory panel will be announced and will convene to review the records of all CW4s who are within the zone of consideration. The purpose of this panel is to produce a list of potential candidates. In order to provide the leadership with an independent assessment of the warrant officer, the panel will use promotion board criteria based on the Department of the Army's "Total Soldier Concept." In accordance with the references above, warrant officers unable to complete a 24-month active duty service obligation prior to reaching their mandatory removal dates are ineligible to attend the Warrant Officer Senior Service Course, and therefore are not eligible for CW5 consideration.


b. The Human Capital Management Division (ARNG-HCM) and the NGB Boards Section will coordinate this panel. All warrant officers in the zone of consideration must ensure that their military personnel records are up to date. The ARNG-HCM will publish guidance to explain how the Soldiers will review and update their records using the Human Resources Management System "My Board" tool.

c. The panel will review the records of eligible warrant officers using established criteria. The results of the panel will be forwarded to ARNG-HCM, who will use them to select and assign a CW4 to a CW5 position based on mission requirements, TDA, and voucher authorizations. The ARNG-HCM will prepare a proposed assignment/recommended for promotion plan, which will be staffed through the G-Staff to the Deputy Director, Army National Guard for approval. This selection will result in a promotion recommendation upon completion of all regulatory requirements for promotion.

d. In accordance with NGR 600-101, paragraph 7-11, once a warrant officer is determined eligible for promotion through this process, a memorandum will be prepared by the first line supervisor and forwarded through the supervisory chain to the Chief, ARNG-HCM. The ARNG-HCM will review promotion packets and forward them, with recommendations, to the Adjutants General of their respective States or Territories. A Federal Recognition Board will then consider the candidates for promotion.

6. Again, Soldiers must understand that promotion to CW5 is not automatic by virtue of longevity and having met educational standards. Warrant officers in the Title 10 AGR program are promoted by their States or Territories based upon a recommendation by the National Guard Bureau, after being assigned to a higher graded position that is aligned with sufficient AGR resources. This procedure will remain in effect until rescinded by the proponent.

7. The point of contact is COL Roger D. Etzel, Chief, Human Capital Management Division, at DSN 329-7529, 703-601-7529, or roger.etzel@us.army.mil.

  
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